

SNMMI-TS PROCEDURE MANUAL

(Approved June 2012)

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Code of Ethical Conduct
For the SNMMI-TS Leadership

“Leadership” is defined as members of the Executive Board, National Council of Representatives, Committee and Task Force Chairs, members, and elected or appointed representatives of the Technologist Section. Leadership shall abide by the Bylaws and Standing Rules of the Society of Nuclear Medicine Technologist Section (SNMMI-TS); and are obligated through personal and professional conduct to uphold and maintain beyond reproach the dignity of SNMMI-TS. The leader shall:

1. Avoid using their position within the SNMMI-TS, expressly or by inference or implication, to gain a purely personal advantage or benefit. If a conflict of interest arises, they shall declare that conflict before the NCOR/Executive Board and refrain from voting on matters in which they have a conflict.
2. Recognize and respect the professional standards of other SNMMI-TS members and shall encourage a high level of cooperation with allied organizations.
3. Establish as a priority, attendance at all meetings of the SNMMI-TS and committees on which they serve.
4. Be prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all available background support material relevant to the meeting.
5. Observe parliamentary procedures outlined in Roberts Rules of Order, Newly Revised, and display courteous conduct in all council and committee meetings.
6. As a fiduciary responsibility, support all actions taken by the SNMMI-TS, once a consensus has been reached.
7. Ensure that agendas and support materials are distributed to all members in advance of the meetings; conduct meetings in an orderly, fair, open, and efficient manner; and make committee progress reports/minutes to the Executive Board and the NCOR at scheduled meetings, using the adopted format.

Failure to comply with the Code of Conduct may result in disciplinary action.

Code of Ethics for the Nuclear Medicine Technologist

Nuclear Medicine Technologists, as members of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medicine technologists.

Principle 1 – The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

Principle 2 – The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference, or socioeconomic status of the patient.

Principle 3 – The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

Principle 4 – The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 5 – The Nuclear Medicine Technologist will continually strive to improve knowledge and technical skills.

Principle 6 – The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

Principle 7 – The Nuclear Medicine Technologist will be an advocate for the profession.

Disclosure of Potential Conflict of Interest Policy

Background

The Society of Nuclear Medicine (SNM) actively seeks and encourages the involvement of trusted, knowledgeable individuals in all of its decision-making, and encourages the expression of diverse views on important issues facing the practice and advancement of nuclear medicine. Most active members of the SNM belong to multiple organizations that have interests that overlap and sometimes conflict with the interests of the SNM.

Scope of the Policy

This disclosure policy is designed to permit formal declarations of potential, perceived, and real conflicts of interest as well as employment agreements in order to maximize, with appropriate safeguards, the participation of all SNM members in all of its activities. The policy applies to all voting members of the House of Delegates, all members of the Board of Directors, all Council Presidents, all committee/commission Chairs, all nominees for National offices, the Executive Board of the Technologist Section, and voting members of the SNMMI-TS National Council of Representatives, collectively referred to as "SNM Leadership."

Definitions

Fiduciary Responsibility

Fiduciary responsibility of leaders of the SNM is the duty of loyalty to the organization. While duty of loyalty is a broad concept, and variously interpreted by statutes and the courts with respect to its application to not-for-profit organizations, SNM generally defines duty of loyalty as requiring an individual to:

Place the interests of the Society of Nuclear Medicine above personal interests and above the interests of other organizations when performing the duties of an elected or appointed Society of Nuclear Medicine office.

Disclosure Required

The Society of Nuclear Medicine requires that all members of the SNM leadership complete disclosure forms covering both financial and non-financial topics at the time of their nomination, annually and whenever potential conflicts of interest arise. In addition, members will disclose any potential conflict of interest before discussing the subject that involves a possible conflict of interest and will not participate in any action on that subject unless officially requested to do so by the body that is taking the action.

Disclosure of Financial Interests

A financial conflict of interest is deemed to exist when a member of Society Leadership, and/or a member of an individual's immediate family, has a direct or indirect financial interest in an organization, company, or other entity and could materially benefit or be materially harmed by a decision or action taken by the SNM. Such direct or indirect financial interest includes receiving more than \$5,000 per year in aggregate from an organization, company, or entity as a result of:

1. consulting agreements
2. employment contracts
3. clinical trial agreements
4. royalties
5. grants
6. the receipt of honoraria or gifts from such organizations
7. any signed agreements that will generate guaranteed deferred compensation of \$5,000 or more in a future year

In addition to the above disclosure of financial interests, any stock holdings valued at greater than \$50,000 should be disclosed. Disclosure is similarly requested for all stock options and royalty rights, regardless of their apparent value.

Disclosure of Non-Financial Interests

Non-financial conflicts of interest can arise when a member of SNM leadership serves in a fiduciary capacity in one or more organizations that compete for the same membership or product/service customer pool of the SNM, or that has conflicting goals on major policy issues with SNM.

Disclosure of Employment Agreements

SNM leadership who have employment agreements or who are contractors of either Federal or state government and who are subject to fiduciary and/or financial restrictions shall disclose such agreements or contractual arrangements to the SNM. In addition, they are advised to disclose their activities, as needed, to their employer.

Implementation and Application of Disclosure Policy

The Board of Directors shall have an open review of the disclosure forms of its members annually. The House of Delegates will appoint a disclosure review committee that will confirm that all voting members of the House of Delegates, all Council Presidents, and all committee/commission Chairs have completed their annual disclosure forms. In addition, this committee will review the forms to determine if there is the potential for a significant conflict of interest. The Executive Board of the Technologist Section will appoint a disclosure review committee that will confirm that all voting members of the Executive Board and the Technologist Section National Council of Representatives have completed their annual disclosure forms. In addition, this committee will review the forms to determine if there is the potential for significant conflicts of interest.

The Conflict of Interest Form can be found under Appendix A.

Individuals Restricted from Serving as a Candidate for SNMMI-TS Elected Positions Include:

Senior level staff of industry or liaison organizations shall not serve as voting members on the SNMMI-TS Executive Board or Directors-at-Large on the SNM Board of Directors as they have a direct conflict of interest. Senior level staff members include directors or higher, that have a direct impact on the budgetary process.

Liaison Organizations include, but are not limited to: ARRT, ASRT, NMTCB, IAC, JRC's, and ASNC. If an individual changes jobs mid-year and with the change in jobs, falls under one of the conflict listed above, the individual shall be required to resign immediately from their position as a voting member on the SNMMI-TS executive Board or Director-at-Large on the SNM Board of Directors. All potential candidates for voting members on the SNTMS Executive Board or Directors-at-Large on the SNM Board of Directors shall be reviewed based on the above criteria. The Nominating Committee shall be the decision-making body for any candidate that it is not clear whether the position the person is in represents a conflict. Individuals currently serving as SNMMI-TS Executive Board voting members or Directors-at-Large on the SNM Board of Directors, whom are also board members/and/or senior level staff members of liaison organizations shall not be affected by the recommendation above. They are grandfathered in to the new recommended policies and will continue to have all the rights, voting privileges, etc. assigned to their current position on the Executive Board of SNM Director-at-Large positions. This policy went into effect beginning with the Election cycle in 2010.

General and Administrative Procedures for Conducting Business with the SNMMI-TS

Any and all proposals for soliciting contributions to the SNMMI-TS, and any and all offers of contributions to the SNMMI-TS will be reviewed and acted upon by the SNMMI-TS Administrator.

The SNMMI-TS Policy and Procedure Manuals shall be updated after each National Council of Representatives meeting and be distributed to the National Council of Representatives, committee Chairs, and staff.

The SNM office will update the resolution policy manual after each SNMMI-TS NCOR and Executive Board meeting.

All documents and forms developed by SNMMI-TS shall be dated and identified as originating from SNMMI-TS. Revision dates shall be indicated. The SNMMI-TS logo will appear on all forms. Draft versions will be indicated.

Written notice of the Annual Business Meeting shall be forwarded to all SNMMI-TS members no fewer than 60 days prior to the meeting.

SNMMI-TS meetings/conference calls will operate under Parliamentary Procedures known as Robert's Rules of Order.

All contracts shall be reviewed and signed by the SNM Chief Executive Officer.

All press releases will be prepared in the SNM Central Office. SNM Press Release stationery will be used, and a contact person's name and telephone number will be included on all press releases. A press release file will be maintained.

Executive Board members or their designee may present testimony as an SNMMI-TS representative if a position statement or resolution on the subject has been adopted by the SNMMI-TS and SNM or if the SNMMI-TS has indicated the topic as a legislative priority; otherwise, approval must be obtained from the Executive Board.

A smoke-free environment will be maintained in the Central Office and at all SNMMI-TS meetings.

Only SNMMI-TS members shall serve as an editor/co-editor of an SNMMI-TS publication. All editors/co-editors shall be approved by the SNMMI-TS Publications Committee.

Written permission must be given for images obtained by SNMMI-TS for publications that are sold.

For binding obligations, original documents should be obtained for the SNMMI-TS permanent records.

Membership

Applications for Membership

Applications can be mailed to the SNMMI-TS Membership Department or applications may be completed and submitted online via the SNM website. Once the application is submitted, the applicant will receive an automatic confirmation. The application is then sent to the Membership Department for input and billing. Applications are reviewed by the department upon receipt to confirm membership category. If there are any questions regarding the application, the applicant is contacted. If the applicant is applying for student membership, a letter of verification is required by the program director, hospital, or university. The letter must be on institution letterhead. Once the application is processed, an invoice is mailed.

Upon completion of the application process, all persons will automatically become members of regional chapters. They may transfer their membership to another chapter outside their geographical region upon request. They may be members of more than one chapter if they choose.

SNMMI-TS Categories of Membership (as stated in the Bylaws) and Procedures:

1. Active members - shall have the right to vote on all issues presented to the membership, and may serve on the National Council of Representatives; may serve on the House of Delegates and the Board of Directors of the SNM; may serve as an officer of the SNMMI-TS; and shall receive the official publications of the SNMMI-TS.
2. Student Affiliates/Members-In-Training - are individuals enrolled in a training program in nuclear medicine technology or related fields and verified as students by the director of training for that institution. They receive all publications of the SNMMI-TS, and may be elected as student representatives to the National Council of Representatives. Free-trial students do not have voting privileges in the SNMMI-TS National election.

Institutional members - such as libraries, may apply for Institutional Membership. The benefits of Institutional Membership are limited to receipt of the *Journal of Nuclear Medicine Technology* and a member discount on books.

Distinguished Honoree –

1. Distinguished Honoree is a special category of membership reserved for those individuals who have made an outstanding contribution to the discipline of nuclear medicine technology, related fields or the SNMMI-TS, through scientific, political, educational, or meritorious endeavors.
2. No more than one Distinguished Honoree may be selected in any year.
3. Distinguished Honorees may attend all meetings of the SNMMI-TS without payment of fees, and may receive the *Journal of Nuclear Medicine Technology* without payment thereof.

Procedures for Nominations/Selection

1. A Distinguished Honoree must be nominated by a Chapter. Such nominations must be held confidential until the screening process is completed. Nominations are to be submitted with supporting evidence to justify this significant award.
 2. Complete applications are forwarded to the Executive Board for review and approval. A complete response form for each candidate is submitted by each Executive Board member, and based on the compiled responses, qualified applicants for Distinguished Honoree status are referred to the National Council of Representatives for final approval.
 3. Names of individuals selected for this honor shall be forwarded to the National Council of Representatives for approval on granting the award.
3. Emeritus Status - Any member of the SNMMI-TS at age sixty-five, with 10 years of Active membership, or after retirement at any age from active practice, teaching or research, with ten years of Active membership, or any member who by reason of permanent disability or undue

hardship has been rendered unable to continue Active membership, may apply for Emeritus Membership classification.

- a. Emeritus status will be awarded by a majority vote of the National Council of Representatives. Emeritus members will have all the privileges of their corresponding non-Emeritus membership category except the right to hold elective office and to receive the Journal of Nuclear Medicine Technology.

Application Procedures

1. Applicants seeking Emeritus status must complete an application and submit it to SNM headquarters. Applications are submitted to the Membership Committee for review and approval. If the committee approves the application, it is then submitted to the National Council of Representatives.
2. Emeritus status will be awarded by a majority vote of the National Council of Representatives.

6. Fellow - a special category of membership reserved for SNMMI-TS Active members who have made significant contribution to the profession of Nuclear Medicine Technology or related fields through their leadership in scientific, political, educational and civic activities.

Application Procedures

1. To be eligible, nominees must be a member of the SNMMI-TS for five (5) continuous years prior to application.
2. Members seeking Fellow membership must complete and submit an application and a one time non-refundable fee established by the National Council of Representatives. Applications must be submitted to the Membership Department at the headquarters office by November 5 each year.
3. Complete applications are reviewed by the SNMMI-TS Membership Committee. The Membership Committee recommends to the SNMMI-TS National Council of Representatives and Executive Board the approval of the candidates.
4. The fellow applicants are notified, by SNM Staff, of their approval/denial within two weeks of the vote of the SNMMI-TS National Council of Representatives and Executive Board.
5. At the end of the Immediate Past President's term in office, he or she shall be awarded the status of Fellow due to significant contributions to the SNMMI-TS.
6. Fellow status shall commence at the next annual meeting of the Society.

Fellow Benefits

1. Listing the Fellows on the SNMMI-TS website
2. Fellow ribbon to put on name badges for the Mid-Winter and Annual Meeting.
3. Special Line for Fellows at the AM to pick up registration materials
4. Include Fellow information in presentation to chapters (leadership chapter visits); list Fellows from chapter in PowerPoint

Executive Board

Nature of Role

The Executive Board shall be the legislative and policy-determining component of the Section.

Composition

Voting Members: President; President-Elect; Secretary; Finance Chair; Immediate Past President; two Directors-at-Large; Speaker of the NCOR, and three members-at-large.

Non-Voting Members: Chairs of the Program Committee, Education Committee, Publications Committee, Professional Development and Education Fund, Advocacy Committee.

Duties/Responsibilities of the Executive Board

The responsibilities of the Executive Board are to:

1. Develop and implement the SNMMI-TS Strategic Plan.
2. Develop, approve, and implement the Policies and Procedures of the SNMMI-TS.
3. Manage the business and financial affairs of the SNMMI-TS to include the development and implementation of an annual budget for the SNMMI-TS and the setting of the SNMMI-TS dues in a manner consistent with the strategic and operational interests of the SNMMI-TS and its membership.
4. Develop, monitor, and evaluate programs that implement SNMMI-TS policies.
5. Identify relevant professional issues for presentation to and action by the National Council of Representatives.
6. Coordinate and monitor the activities of all organizational components within the SNMMI-TS.
7. Forward all resolutions with financial impact to the Finance Committee for review and comment prior to vote.
8. Monitor activities with financial impact on the SNMMI-TS.

Meetings of the Executive Board

The Executive Board shall meet at such times as determined by the President and/or the Executive Board. Notification for all meetings of the Executive Board shall be given in the manner prescribed in the Procedure Manual.

National Council of Representatives (NCOR)

Nature of Role

The National Council of Representatives shall be the representative component of the SNMMI-TS.

Composition

The NCOR shall be composed of voting and non-voting members.

1. The NCOR shall be Chaired by a speaker.
2. **Voting Members:** the Members-at-Large of the Executive Board of the SNMMI-TS; one representative from each geographical region/chapter; one representative from industry; one representative from each of the following specialty areas: education, cardiology, emerging technologies, students, managers, industry and the seven HOD members from the SNMMI-TS.
3. **Non-Voting Members:** SNMMI-TS Officers; SNMMI-TS Immediate Past President; SNMMI-TS Bylaws Chair; and ERF Representative.
4. During the final six months of the NCOR Speaker's term, a Speaker-Elect will be selected and will be a non-voting member of the NCOR unless the Speaker-Elect sits on the NCOR in another capacity that would afford a vote.

Duties/Responsibilities of the NCOR

The responsibilities of the NCOR are to:

1. Develop and recommend to the Executive Board SNMMI-TS policies and programs regarding professional issues affecting nuclear medicine technology.
2. Facilitate grassroots participation in the organization.
3. Recommend to the SNM House of Delegates the establishment or dissolution of Chapters.
4. Approve and monitor the strategic plan.
5. Provide the Executive Board with recommendations regarding chapter and national initiatives.
6. Approve amendments to the SNMMI-TS Bylaws in accordance with the SNMMI-TS Bylaws and Procedure Manual.
7. Elect the Speaker-Elect of the NCOR.
8. Elect four Members-at-Large to the Nominating Committee.
9. Elect three Members-at-Large to the Executive Board.
10. Elect the six (6) specialty representatives to the NCOR.
11. Elect two Directors-at-Large to the SNM Board of Directors.

Meetings of the NCOR

The NCOR shall meet at least twice annually. Meetings will be held during the Mid-Winter and Annual Meetings of the SNM.

Special meetings of the National Council of Representatives may be called by the Speaker, with approval of a majority of the NCOR. Notice of special meetings, indicating the time, place, and exact purpose of the meeting, must be sent to each member of the National Council of Representatives 30 days prior to the date of the proposed meeting.

Quorum: A quorum shall be constituted by the presence of a majority of voting members, with not less than five geographical regions/chapters being represented.

National/Chapter officers from different geographical regions/chapters may be counted as representing their chapter for purposes of calling the quorum.

Vacancies

Vacancies in a position shall be filled in accordance with the Bylaws, Policies, and Procedures of the bodies that elected/selected the individuals.

Unless stated otherwise in the Bylaws, the President shall fill a vacancy for any elected or appointed position.

General Duties of NCOR members

1. Attend and be prepared for all NCOR meetings.
2. Read all material distributed to the NCOR.
3. Review and request information on important matters requiring Council action.
4. Engage in committee and Council discussions and contribute fully to the analysis of proposals and presentations.

NCOR Procedures

Attendance at NCOR meetings shall be mandatory. The SNMMI-TS Administrator shall attend each NCOR meeting and present an administrative report. Other staff members shall be present as needed.

Action by the NCOR can be taken without a meeting if, by mail/e-mail/fax ballot, there is a majority vote to pass the action.

Actions taken by the NCOR outside of a regular NCOR meeting shall be confirmed in writing by each NCOR member and will be recorded as part of the minutes of the next NCOR meeting.

The Speaker of the NCOR will only vote to break a tie. If the speaker is deemed to have a conflict of interest **regarding a specific topic**, then the speaker shall designate their vote to the Bylaws Committee Chair.

The National Council of Representatives will prioritize member services at the SNM Annual Meeting.

The Speaker of the NCOR shall prepare the agenda for each NCOR meeting. The NCOR meeting agenda and all pertinent materials shall be e-mailed from the Central Office at least one week in advance of each NCOR meeting. All formal proposals referred to the Speaker or President shall be placed in the NCOR meeting agenda.

NCOR members will identify clear next steps regarding items discussed in the NCOR Meeting. For example, if an individual raises an issue, they may be charged with researching it and bringing forth background information and possible solutions to the NCOR at the next meeting or a task force may be created.

Minutes of all NCOR meetings shall be prepared by staff and e-mailed to the SNMMI-TS Secretary for review no later than two weeks after the meeting. Approved minutes shall be e-mailed to all NCOR members and committee Chairs. A copy will be retained at the SNM Central Office.

In an effort to make NCOR members more visible to their constituents, all NCOR members will be requested to submit a picture to the National Office for posting on the SNM website, similar to the Executive Board. If individuals are unable to submit a photo, they will have a time assigned to them during the SNM Annual Meeting to have their picture taken.

Standing Rules of the SNMMI-TS NCOR

National Council of Representatives

1. The duties and responsibilities of the National Council of Representatives Delegates will be reviewed and revised annually by the NCOR.
2. Committees, once charged with a task, are to be held accountable for making a specific report of the committee's actions to the NCOR.
3. At all NCOR meetings, discussion on a single topic will be limited to thirty (30) minutes. Debate by any other member or guest will be limited to five minutes and no member or guest shall speak twice on a subject until all others wishing to speak have had the opportunity.
4. Any member of the SNMMI-TS who is not a NCOR member may address the NCOR upon recognition by the Speaker.
5. If the Council calls for an Executive Session, all individuals who are not members of the NCOR must leave the room.

Chapter Delegate

1. For each U.S. geographic chapter, a chapter designate may serve as an alternate National Council of Representatives Delegate (or proxy) to speak on chapter affairs at Council Meetings when the official chapter-elected National Council of Representatives Delegate is not in attendance.
 - a. A proxy vote must be submitted to the Central office at least two weeks prior to the meeting date. The proxy vote MUST be a member (in-good standing) of the chapter in which they are representing and must not already be a voting member (or serving as another proxy) of the NCOR. If chapter alternates are not received at least two weeks in advance, the alternate will not be accepted.
2. Instances of emergency situations, where the delegate has suddenly become unavailable, due to illness or other like emergency, the proxy vote may be given to a chapter designee and the SNMMI-TS Administrator must be notified within 24 hours prior to the start of the meeting. The designee MUST be a member (in-good standing) of the chapter in which they are representing and must not already be a voting member (or serving as another proxy) of the NCOR. For chapters that extend into Canadian areas, a Canadian chosen by the chapter may serve as an alternate National Council Delegate to speak on Canadian affairs at NCOR Meetings.

Section Members

1. A printed Motion Form will be available to the membership for their written motions at the time of the NCOR Meeting.

Duties of the National Council of Representatives Delegate

1. The position of National Council of Representatives Delegate is the communication link between the Technologist Section and the Chapter. While an important responsibility of that position is to attend the NCOR meetings, representing the Chapter by voting on issues affecting the SNMMI-TS, there is an equal responsibility to ensure that information is flowing to the chapter from the SNMMI-TS and vice versa.
2. Listed below are several important responsibilities of National Council of Representatives Delegate.. They are as follows:
 - a. Chapter Delegates and Specialty Area Representatives: written reports should include, information on meetings and elections; identification of problems or issues within the chapter that SNMMI-TS can assist with, and questions members or chapters have for the SNMMI-TS.
 - b. It will be the responsibility of each outgoing National Council of Representatives Delegate to provide the incoming replacement with a complete job description outlining duties and responsibilities and to turn over files to the chapter delegate replacement within 30 days of the expiration of the term of office.
 - c. Each Chapter Delegate shall provide the Central Office of the Section with the names and addresses of newly elected Officers immediately after regional chapter elections to allow for accurate record keeping.
 - d. Identify on an annual basis the State Technologist Advocacy Group representative for each State within the chapter and forward the name(s) to the Advocacy Committee Chair after the June Annual Meeting.
 - e. Stimulate SNMMI-TS members in the chapter, keeping technologists informed of SNMMI-TS activities and urging individual input into SNMMI-TS activities on a local and national level such as:
 - i. Presenting timely reports following the SNM Annual and Mid-Winter meetings. (Note: SNM Staff will prepare a brief, one-page summary within two weeks of the meeting for Chapter Delegates to distribute to the Chapters.)
 - ii. Urging technologists to submit scientific abstracts for presentation at the SNM Annual Meeting or for publication in the Journal of Nuclear Medicine Technology or articles for UPTAKE. (Note: The Journal of Nuclear Medicine Technology Information for Authors found on the SNM website can assist technologists in writing scientific abstracts and articles.
 - iii. Inform chapter members about available awards including best paper in the JNMT, abstract and travel awards for the SNM Annual meeting. (Note: Submit papers to the JNMT submission and peer-review website at <http://submit-tech.snmjournals.org>.)
 - iv. Inform technologists about the SNM Annual Meeting specific to: Call for Abstracts and Scientific Exhibits. (Note: The Call for Papers will be published in the Journal of Nuclear Medicine Technology and the Journal of Nuclear Medicine in the fall.
 - v. Providing information on how to nominate an individual for National Office. The Nominating Committee will send a Call for Nominations to the NCOR and Chapter Presidents.

- f. Keep the Officers and the Central Office informed of Chapter activities including:
 - i. Dates of local or chapter meetings.
 - ii. Send chapter program brochures and newsletters to the President, President-Elect, and other Chapter Presidents to keep them informed of your activities. Names and addresses can be obtained from the Central Office.
 - iii. Urge chapter members to communicate with their chapter and national Officers and committee Chairs. Keep close contact with the State TAGs within the chapter. Encourage open communication between the NCOR delegate and chapter members. Help recruit technologists to join the SNMMI-TS. Keep close contact with the membership liaison in the chapter. Help them recruit members through mailings and at meetings. Keep a supply of membership applications on hand to give to those who are interested in joining. All materials are available from the Central Office.

Duties of the SNMMI-TS Officers

The Officers of the Section shall be President, President-Elect, Secretary, and Finance Chair.

Term of Office

The President, President-Elect, and Secretary shall serve a one-year term or until their successors are elected.

The Chairman of the Finance Committee shall serve for a one-year term.

The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term.

Terms of office for the SNMMI-TS Officers will commence at the conclusion of the Annual Meeting of the Society.

Duties of Officers

Officers shall have express authority and perform such duties in the management of the property and affairs of the SNMMI-TS as may be provided in the SNMMI-TS Bylaws, or as may be determined, from time to time, by the Executive Board. Officers shall have such implied authority as recognized by the common law and as prescribed in the Parliamentary Authority adopted by the SNMMI-TS.

Duties and Responsibilities of the SNMMI-TS President

SNMMI-TS Responsibilities:

1. Primary Spokesperson for the SNMMI-TS.
2. Presides over the Executive Board and any meetings of the membership.
3. Prepares Meeting Agendas for Executive Board and Annual Business Meetings.
4. Authorizes expenditures by the Finance Chair.
5. Provides timely communication to the general membership, the SNMMI-TS leadership, the SNM Leadership, and Imaging Community.
6. Works with SNM Communications staff to prepare articles for each issue of the Journal of Nuclear Medicine Technology and every second issue of UPTAKE, as well as an article for The Journal of Nuclear Medicine.
7. Performs other duties that pertain to the office of the President or as directed by the Executive Board.
8. Non-voting Member of the SNMMI-TS National Council of Representatives.
9. Ex-Officio (Non-voting) Member of all SNMMI-TS Committees, except the Nominating Committee.
10. Voting Member of the SNMMI-TS Finance Committee.
11. Voting Member of the SNMMI-TS Publications Committee.
12. Appoints all standing and special committee Chairs, committee and organizational liaison appointments.
13. Ensures that the committee Chairs understand the goals and objectives of their committees as designated in the SNMMI-TS Strategic Plan.
14. Delegates duties based off of the goals and objectives designated in the SNMMI-TS Strategic Plan.
15. Provides mentoring and guidance to the committee Chairs, Executive Board, and general leadership.

16. Acts as a conduit between the leadership and the SNM Staff, ensuring that projects are being worked on.
17. Ensures that the work of the SNMMI-TS is being accomplished.
18. The President may appoint an appropriate Parliamentarian to serve as his advisor and consultant on procedural matters.

The President (or designee) shall serve as the official representative at outside meetings:

1. Liaison to the Alliance for Quality Medical Imaging and Radiation Therapy
2. Liaison to the ASRT Grassroots program RT in DC
3. Liaison to the Health Professions Network (HPN)
4. Liaison to the European Association of Nuclear Medicine (EANM)
5. Liaison to the American Healthcare Radiology Administrators (AHRA)
6. Liaison to the World Federation of Nuclear Medicine and Biology (WFNMB)
7. Presents the Annual Presidential Distinguished Service Award
8. Presents the Annual Fellow Presentations
9. Presents the Annual Meeting Awards
10. Presents Certificates of Appreciation

SNM Responsibilities

1. Voting Member of the SNM Executive Committee
2. Voting Member of the SNM Board of Directors
3. Non-voting Member of the SNM House of Delegates
4. Non-voting Member of the SNMMI-TS NCOR
5. Member of the SNM Committee on Chapters
6. Member of the SNM Committee on Councils and Centers
7. Member of the SNM Finance Committee

Duties and Responsibilities of the SNMMI-TS President-Elect

1. Acts for the President in the case of temporary absence
2. Serves as President's designee in selected matters of the SNMMI-TS.
3. Should the office of President become vacant prior to the expiration of the current President's term of office the President-Elect shall serve for the remainder of the President's term as well as the term they were elected to serve as President.
4. Voting member of the Executive Board of the SNMMI-TS.
5. Non-voting member of the National Council of Representatives.
6. Voting member of the SNMMI-TS Finance Committee.
7. Chair of the Nuclear Medicine Week Task Force.
8. Voting member of the SNM House of Delegates.
9. Voting member of the SNM Board of Directors.
10. Member of the SNMMI-TS Bylaws Committee
11. Ex-Officio member of all SNMMI-TS committees and task forces.
12. Observes all the committees within the SNMMI-TS in order to devise planning and goals for their term of office.
13. Attends RSNA with the SNMMI-TS President.
14. Attends RT in DC.
15. Presents a gavel and plaque to the outgoing President at the SNMMI-TS Business meeting.
16. When the President-Elect of the Section assumes office at the time of the Annual Business Meeting, he or she will announce the Program Committee Chair that has been selected to serve during his or her term as President.
17. Works with SNM Communications staff to prepare an article for every second issue of UPTAKE and the Journal of Nuclear Medicine Technology (JNMT)..

Required Meetings:

1. SNM Annual Meeting
2. SNM Mid-winter Meeting
3. SNM BOD Meetings
4. SNMMI-TS EB Meetings
5. SNM HOD Meetings
6. SNMMI-TS NCOR Meetings

Duties and Responsibilities of the SNMMI-TS Secretary

The office of the Secretary is an elected office and is elected annually by the membership by ballot.

The Secretary is responsible for certifying the minutes of the meetings of the SNMMI-TS and for the maintenance of the archives of the SNMMI-TS. This includes:

1. All National Council meetings.
2. All Executive Board Meetings.
3. All Technologist Section Business Meetings.
4. All other meetings that the President may call.

The Secretary is an executive officer and is a voting member of the Executive Board and a non-voting member of the National Council of Representatives.

The Secretary should be familiar with parliamentary procedures and know the bylaws and standing rules of the SNMMI-TS.

Specific Duties/Secretary:

Minutes:

The minutes should be a recording of the business transacted, not what is said. The minutes should also include the following:

1. Type of Meeting (Executive Board, National Council of Representatives, Business meeting)
2. Name of Organization
3. Date and place of meeting
4. Names and offices of those present
5. Whether minutes of the last meeting were approved
6. All main motions carried or defeated
7. Points of order and appeals
8. Name and office or Chair of each individual giving a report
9. Time of adjournment

Corrections to the minutes are entered in the margin of the record book opposite the part to be corrected, giving the date of correction.

A copy of the completed minutes of the National Council of Representatives meeting is sent to the Central office for inclusion in the Agenda Book of the next National Council of Representatives Meeting.

A copy of the completed minutes will be sent to each of the Officers of the Executive Board.

Motions and Pertinent Business Items:

Within two weeks following the National Council meeting, staff will send to the Central Office a list of motions made and pertinent business items from that meeting.

This will be distributed to all National Council of Representatives members, committee Chairmen, and staff directors.

Motion Forms:

A supply of printed motion forms will be given to the Secretary. These forms are available upon request at all meetings of the National Council of Representatives and Business meetings of the Section.

Duties and Responsibilities of the SNMMI-TS Historian

The office of the Historian is appointed by the SNMMI-TS President, yearly, as deemed needed by the SNMMI-TS President.

Specific Duties/Historian:

1. Is responsible for the preparation of a narrative account of the SNMMI-TS's activity during the term of office which, when approved, will become a permanent part of the SNMMI-TS's official history.
2. Maintains a chronological scrapbook of events using clippings and pictures.
3. Additional functions may be assigned by the President.

Duties and Responsibilities of the SNMMI-TS Finance Committee Chair

The office of Finance Committee Chair is elected by the membership by ballot. When elected, the individual serves as a voting member of the SNMMI-TS Finance Committee for two years, prior to succeeding to the Chairman position.

The Finance Committee Chair is a member of the Executive Board and Finance Committee and the Investment Subcommittee of the SNM and has voting privileges on the above.

Specific Duties/Finance Chair:

1. Advises the Finance Committee in the preparation of the budget.
2. Handles the monetary affairs of the SNMMI-TS.
3. Maintains proper accounts under the authorization and direction of the Executive Board.
4. Spends money as authorized by the President and the Executive Board.
5. Reviews and takes action on the monthly Statements of Activity.
6. Attends all Finance Committee, Executive Board, National Council of Representatives, and business meetings of the Section.
7. Submits written reports to the Executive Board, National Council of Representatives, and general membership at Section meetings.
8. Is responsible for the current Fiscal Year Budget.
9. Monitors expenditures and approves transfer of funds within the current budget.
10. Monitors expenditures of the SNMMI-TS President.

Other Elected Positions – Duties and Responsibilities

Duties and Responsibilities of the SNMMI-TS Delegate-at-Large

(3-year time commitment)

The SNMMI-TS Delegate(s)-at-Large serves as the SNMMI-TS Delegate for the SNM House of Delegates. They contribute to the management of business and financial affairs of the SNM. This individual will also serve as a voting member of the National Council of Representatives.

Duties and Responsibilities of the SNMMI-TS Member-at-Large

(2-year time commitment)

The SNMMI-TS Member(s)-at-Large serves as a representative of the SNMMI-TS general membership to the SNMMI-TS Executive Board. They contribute to the management of business and financial affairs of the SNMMI-TS.

Duties and Responsibilities of the SNMMI-TS Speaker of the NCOR

(2-year time commitment)

1. Voting member of the Executive Board
2. Chairs meetings of the National Council of Representatives.
3. Establishes an agenda for the National Council of Representatives meeting to reflect action items and items for discussion by the NCOR to the beginning of the agenda. If some reports are not heard, they will be included in the written format.
4. Identifies hot topics for discussion and inclusion in the agenda of the National Council of Representatives.
5. Identifies issues important to delegates and Chapters for inclusion in the agenda.
6. Ex officio member of all NCOR committees, work groups, and task forces except the nominating committee.
7. Liaison between the National Council of Representatives, the Executive Board, and the Society.
8. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology as requested.
9. Clearly explains to all Specialty Representatives their roles and responsibilities and outlines how they can work to move forward with their responsibilities.
10. The Speaker of the NCOR, who is a member of the Executive Board, will submit a report to the NCOR following each Executive Board meeting with the outcome of any NCOR agenda items.

Outside of meetings:

1. Reports to the President on the activities of the National Council of Representatives prior to any meeting of the Executive Board.
2. Attends Chapter meetings as requested.
3. Creates task forces and workgroups within the National Council of Representatives to focus on issues specific to the National Council of Representatives with the approval of the Executive Board.
4. Communicates on a regular basis with members of the National Council of Representatives and the President of the SNMMI-TS and SNMMI-TS Administrator.

Duties and Responsibilities of the SNMMI-TS Director-at-Large

(3-year time commitment)

Contribute to the management of business and financial affairs of the SNM from an SNMMI-TS perspective. Attend the SNMMI-TS Executive Board and NCOR meetings as well as the SNM HOD and Board of Directors meetings.

Duties and Responsibilities of the SNMMI-TS Specialty Area Representatives (2-year time commitment)

The Specialty Area Representatives shall be elected by ballot by voting members of the NCOR. The names of nominees selected by the Nominating Committee shall be forwarded to the National Council of Representatives at least 60 days prior to the Annual Meeting of the Society. The nominee who receives the highest number of votes for any elected position shall be duly elected. In the event of a tie vote, the National Council of Representatives members present at the Annual Meeting shall break the tie. The tabulation of ballots shall be performed by staff present at the meeting and certified by the Secretary of the Section. Results of the election shall be made known at the NCOR meeting at the Annual Meeting. Unless stated otherwise in the Bylaws, all rules and procedures for the conduct of nominations and elections shall be recommended by the Nominating Committee and approved by the Executive Board.

The following are the duties and responsibilities for these positions:

1. Attend and be prepared for all NCOR meetings (2 per year)
2. Read all material distributed to the NCOR
3. Review and request information on important matters requiring NCOR action
4. Engage in Committee, Task Force, and NCOR discussions and contribute fully to the analysis of proposals and presentations
5. Willingly serve on Committees and task forces that pertain to the interest of the represented specialty and/or industry

Additional responsibilities and duties of the specialty area representatives are listed below (by specialty area).

Cardiology Specialty Area Representative

1. Reports to the National Council of Representatives and on issues specific to the Cardiology Specialty.
2. Interacts with representative from Industry and Emerging Technologies as needed to bring to the table new technologies or products which may be on the cutting edge and reports that information back to the National Council of Representatives to assure that all members can take this information back to the local level.
3. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology on topics related to the Specialty as requested.
4. Reports (written) at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to Cardiology.

Education Representative

1. Acts as a liaison for the various facets of the Educational Process within the Section.
2. Monitors activities of committees and task forces.
3. Assures that educational issues requiring attention are directed to the appropriate committee or task force.
4. Monitors initiatives of Accrediting/Certification bodies as well as other educators and institutions of higher learning to identify issues of concern and emerging trends in the field.
5. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology as requested to cover topics related to the broad field of education.
6. Reports at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to the Educational process.
7. Attends meetings or monitors the results of meetings, as appropriate, and as funding is available.

Emerging Technologies Representative

1. Acts as a liaison between the Technologist Section and the PET Center of Excellence (or other SNMCouncils or centers (as warranted)).
2. Communicates with NCOR representative from industry and contacts within the emerging technology to identify hot issues related to the technology.

3. Communicates and facilitates educational activities related to the emerging technology.
4. Identifies experts in the field to assist in implementing educational programs to promote excellence in the emerging technology.
5. Reports at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to the Emerging Technology.
6. Liaison with molecular imaging organizations.
7. Writes articles for UPTAKE and Journal of Nuclear Medicine Technology as requested.

Management Representative:

1. Identifies issues relevant specifically to management.
2. Works in conjunction with the Annual Program Committee to develop an educational offering with content specific to management.
3. Reports at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to management.
4. Reports to the National Council of Representatives on management activities of like-minded organizations.
5. Writes articles for UPTAKE and Journal of Nuclear Medicine Technology as requested.

Student Representative

1. Liaison for the transfer of information between students of Nuclear Medicine Technology and the National Council of Representatives.
2. Reports on activities related to Nuclear Medicine Technology training that could be improved.
3. Reports at least semi-annually, in conjunction with the meetings of the Executive Board, on recent projects and contacts.
4. Attends meetings of the Student Membership Committee to help identify methods of recruiting and retaining student members into the Technologist Section.

Procedures for setting up Formal SNMMI-TS Executive Board Meetings

1. Written notification of meeting date and time is mailed to members at least sixty (60) days prior to meeting date. (Sample "Official Notification" Memorandum attached as Appendix B.)
2. Between initial notification and at two weeks prior to meeting date, appropriate agenda materials are compiled. Agenda materials are submitted in format specified in Official Notification Memorandum.
3. Finalize agenda with SNMMI-TS President and SNM Staff.
4. Agenda materials are ordered (flash drives) approximately 10 days prior to target mailing date. Format for agenda follows meeting agenda format.
5. Agenda materials e-mailed to members at least two (2) weeks prior to meeting for review.
NOTE: Additional materials submitted to the Central Office after mailing date are either distributed in second mailing prior to meeting (if time permits) or distributed on-site at meeting.

Meeting Invitees

1. Invitation list includes all members of SNMMI-TS National Council of Representatives; SNM President, President-Elect, and Vice President-Elect; SNM Chief Executive Officer; and all SNM department directors. These individuals receive complete copies of meeting materials.
2. NOTE: SNMMI-TS National Council of Representatives meetings are open to the public (gallery seating for 30 is standard for room setup).
3. **For Annual Meeting only:** include the newly elected SNMMI-TS President-Elect on invitation list.
4. **Eligible Voting Members** - Eligible voting members include only the eleven (11) members of SNMMI-TS Executive Board.

Procedures for setting up Formal SNMMI-TS National Council of Representatives Meetings

1. Written notification of meeting date and time is mailed to members at least sixty (60) days prior to meeting date. (Sample "Official Notification" Memorandum attached as Appendix B.)
2. Between initial notification and at least two weeks prior to meeting date, appropriate agenda materials are compiled. Agenda materials are submitted in format specified in Official Notification Memorandum.
3. Finalize agenda with SNMMI-TS Speaker of the NCOR and SNM Staff.
4. Agenda materials are ordered (flash drives) approximately 10 days prior to target mailing date (established with SNM Staff). Format for agenda follows meeting agenda format
5. Materials distributed: all agenda materials submitted prior to deadline noted in Official Notification Memorandum.
6. Agenda materials mailed to members at least two (2) weeks prior to meeting for review.
NOTE: Additional materials submitted to the Central Office after mailing date are either distributed in second mailing prior to meeting (if time permits) or distributed on-site at meeting.
7. Materials are also collected on-site at the SNM headquarters office up to one day prior to scheduled National Council of Representatives meeting. Staff provides drop box for additional reports, etc., and specifies deadline for submission on-site.

Meeting Invitees

1. Invitation list includes all members of SNMMI-TS National Council of Representatives; SNM President, President-Elect, and Vice President-Elect; SNM Chief Executive Officer; and all SNM department directors. These individuals receive complete copies of meeting materials.
2. Invitations to liaison organizations include (but are not limited to); ARRT, ASRT, NMTCB, JRCNMT, ICANL and SMRT. Staff shall prepare a formal written invitation requesting a written report and informing the attendee how long they will have to present during the meeting. This notice shall be sent at least 45 days in advance of the meeting. Written Reports are due at least 20 days in advance of the meeting.
3. NOTE: SNMMI-TS National Council of Representatives meetings are open to the public (gallery seating for 30 is standard for room setup).
4. **For Annual Meeting only:** include the newly elected SNMMI-TS President-Elect-(Elect) on invitation list.

Eligible Voting Members

1. Taken from SNMMI-TS Bylaws, Article VI, Section 1: "The voting members of the National Council of Representatives shall consist of the following: the members-at-large of the Executive Board of the Section, one (1) representative from each geographical region/chapter, one (1) representative from industry, one (1) representative from each of the following specialty areas: education, cardiology, emerging technologies, students, managers, and the seven (7) HOD members from the SNMMI-TS..."

Non-voting Members

1. Taken from SNMMI-TS Bylaws, Article VI, Section 1: "Non-voting Members: SNMMI-TS Officers, Immediate Past President; Bylaws Chair, and ERF Representative."

General Committee Policies

Committees

1. The Standing Committees of the National Council of Representatives shall be: Bylaws, Finance, and Nominating. The President appoints the Chair and members of the Bylaws Committee. The Chairs and members of the Finance and Nominating Committees are selected in a manner prescribed in the Bylaws.
2. Special Committees/Task Forces: The President may create and will appoint Chairs and members of special committees, task forces, and work groups. Special committee Chairs and member terms will be one (1) year. Task force terms will last until the projects are completed.

Committee Meetings

All committees will meet at least once annually either in person or electronically. The Executive Board and Finance Committees must meet during the Mid-Winter and Annual Meetings. Such meetings with a quorum present, either in person or electronically, shall constitute a meeting. Participation by one or more members through such communications shall constitute presence in person at a meeting.

General Committee Policies

Annually, by May 1, committee Chairs, for the following year, will be appointed by the President-Elect. Newly appointed chairs will attend the June committee and National Council of Representatives meetings. Newly appointed chairs will become Chairs immediately after the Annual Business meeting. All committee Chairs shall forward to the staff liaison a copy of committee meeting minutes in order to maintain a permanent record. Committee minutes may be typed and distributed by the Central Office. All members shall receive committee minutes.

Chairs will work with Staff liaisons to submit committee budgets to the Finance Committee Chairs by approximately July 15. The approved final budget will be returned to each Chairs after the Fall Finance and Executive Board meetings.

Expenses incurred by committee members must be budgeted items. All Travel expenses shall be submitted within 14 days after the actual travel dates. Non-budgeted expenses must receive prior approval. Receipts must be submitted with expense forms.

Each committee Chair must submit a report to the Central Office in time for National Council of Representatives agenda preparation. A brief written report from committee Chairs may be given during National Council of Representatives meetings and the Annual Business meeting.

Committee Chairs Responsibilities

Major Role

SNMMI-TS committee Chairs are responsible for providing leadership, maintaining open lines of communication, submitting essential information about their committee, and making recommendations for Chairs-Elect.

Duties and Responsibilities

Committee Chairs should be knowledgeable of the goals and objectives of their specific committee as evidenced by previous service on a committee as a core or corresponding member. The President-Elect may choose to appoint a Chair who is not currently serving on the respective committee.

Chairs direct the work of the committee to ensure completion of projects, goals, and other objectives, according to the strategic plan, and make recommendations for adjustments to the strategic plan.

Committee Chairs prepare for and preside over specific committee meetings, along with:

1. Preparing and distributing an agenda in a timely fashion.
2. Assuring all needed materials (handouts, etc.) are available.
3. Convening and conducting committee meetings.
4. Assuring the recording of minutes for all committee meetings and conference calls.
5. Working with staff liaison for assistance on arranging for supplies, administrative support, etc.
6. Reviewing reimbursement policy/procedure for travel, etc., with committee, if applicable.
7. Reviewing and preparing committee budgets.

Committee Chairs should communicate with:

1. Committee members on a regular basis.
2. Other committee Chairs on an ongoing basis to exchange ideas regarding SNMMI-TS work.
3. The Executive Board and National Council of Representatives members to discuss action and discussion items.

Chairs maintain familiarity with the contents of the SNMMI-TS Policy and Procedure Manuals and act in accordance with the SNMMI-TS policies and procedures and recommend suggestions for policy revisions or additions.

The Chairs orient the Chairs-Elect as to the current status of committee work and the role of Chairs, and transmit appropriate committee materials to the new Chairs.

Attendance is required at the Annual meeting and the Business meeting. Any difficulty with attendance at a meeting must be discussed with the President in advance of the meeting.

All committee Chairs have a responsibility to mentor their members. This responsibility is included in all committee Chairs' job descriptions and includes the following concepts:

1. Achieve goals and objectives of the committee either through the existing structure of the committee or through subgroups.
2. Report and evaluate activities and accomplishments of committee to National Council of Representatives and others.
3. Utilize all members in completing goals and objectives.
4. Transfer files and other information to new Chairperson.

Tasks

1. Contact the outgoing committee Chair and review completion of previous year's goals and identify potential upcoming goals. Also identify barriers to success of those previous goals, as well as status of goals in progress.
2. Submit additions to Committee Roster to Incoming President at the June Meeting, if not before.

3. Contact assigned Staff Liaison to ensure that new chairs are established and properly trained on the functions of the committees e-community. Special access will be required to post documents as well as post news and forum items. Discussion items may be posted on your community under forums to initiate discussion on a specific topic. Documents such as minutes, task action plans, and background data may be archived there, always readily available to your committee members as well as yourself and the leadership of the Section.
4. Ensure that minutes are taken at the committee meetings and during conference calls. Your staff liaison may be able to provide support for this function.
5. Type and submit meeting minutes within one week of previous meeting. This includes committee meetings held during the Annual meeting, conference calls, as well as during the Mid-winter Meeting. Post all minutes on the committee community.
6. Set meeting agendas for conference calls and Mid-winter and Annual Meetings. Post all meeting agendas and background materials on the committee community one week prior to the conference calls, or within one week after returning home from the Annual or Mid-Winter Meeting.
7. Establish workgroups to accomplish specific projects, if warranted.
8. Establish sub-Chairs for these workgroups.
9. Prepare a task plan highlighting specific goals and deadlines and identify who will accomplish each task. Review these pending action items on this task plan during each and every conference call and meeting, so every committee member fully understands their role and the established deadlines. Post this updated task action plan on the committee community as soon as possible, so everyone is aware of the deadlines and who is doing what.
10. Work closely with your Staff Liaison in preparing your committee's budget. This is your first official crucial responsibility as Chair, since the budget requests must be submitted by July 15 of each year. This date may vary by a few days, but notices will come from the SNM staff.
11. Ensure workgroups maintain focus, stay on task, and adhere to deadlines, and adjust for extensions, if necessary.
12. Ensure continuous communication with all committee members, sub-Chairs, and staff. Copy staff liaison on all written and electronic correspondence.
13. Mentor new, first-time committee members by pairing with an established leader.
14. Continuously follow the committee's assignments under the current strategic plan's goals and objectives, ensuring completion of assigned tasks.
15. Submit Informational Reports following the National Council of Representatives Report Form template 30 days prior to the Mid-winter and Annual Meetings.

Suggestions to Running a Successful Committee Meeting

1. Ensure that everyone in the room introduces themselves. This makes the newcomers feel welcome at your meeting.
2. Have your meeting start on time and do not review the completed agenda items with those who come in late, just review the specific agenda item you are discussing and follow up after the meeting with agenda items the latecomers missed.
3. Schedule conference calls with the subcommittee members and or the entire committee to

monitor progress of identified tasks.

Standing Committees

Bylaws Committee

Overall Committee Objectives

The functions of the committee are to recommend to the SNMMI-TS National Council of Representatives any changes in the SNMMI-TS Bylaws that are deemed necessary. Those changes proposed by membership will be presented to the National Council of Representatives in accordance with Article XI.

The Chair and members of the Committee will serve a one (1)-year term.

Finance Committee

Overall Committee Objectives

The function of this committee is to provide informational reports and recommendations to the Executive Board and National Council of Representatives regarding assets, liabilities, and financial affairs of the SNMMI-TS, make recommendations regarding fiscal policy and expenditures for the succeeding year, and submit the proposed budget for the following year to the Executive Board.

Responsibilities and Functions of the Committee Chair

1. Member of the SNMMI-TS Executive Board and Finance Committee, the National Council of Representatives, and the SNM Committee on Finance, as well as the SNM Subcommittees on Investment and Audit and has voting privileges on all of the above.
2. Present the SNMMI-TS budget to the Executive Board.
3. May spend money as authorized within the Finance Committee budget by the President or the Executive Board.
4. Report on the financial status of the SNMMI-TS to the Executive Board and National Council of Representatives and recommend action as appropriate.
5. Attend all SNM Finance Committee, Executive Board, National Council of Representatives, and SNMMI-TS Finance meetings.
6. Responsible for the monitoring of the current fiscal year budget.

Responsibilities and Functions of the Committee

1. Report to the Executive Board on the assets, liabilities, and financial affairs of the SNMMI-TS;
2. Offer recommendations regarding fiscal policy and expenditures for the succeeding year;
3. Submit a proposed budget, for the following budget year, to the Executive Board for approval.

Finance Committee Membership

4. Shall consist of the Officers, the Chairs of the Publications and Program Committees, and three (3) elected members (one being the chair of the Finance Committee).
5. Elected members to this committee shall serve a three-year term and shall be elected on a rotating basis such that one member shall be elected each year. Members may be reelected.
6. The Chair of this committee shall be the individual, from among the three (3) elected members, serving in the third year of the three-year term.

Finance Policies

Any budget revisions, i.e., transfers, performed during the fiscal year will not affect the bottom line figure of the operational budget. Major Addendums may be made at the Mid-winter Meeting of the Technologist Section. At the end of the year, the original budget addendums, transfers, and final audit of the books will be distributed to the members of the Finance Committee.

Budgeting transfers may be made within the current operating budget for less than \$1,000 as long as the "bottom-line" within the cost center is not affected. Budgeting transfers in the range of \$1,000 - \$5,000 may be carried out with the approval of the President, and Finance Committee Chair. Budget transfers of greater than \$5,000 constitute a major budgetary change and must have the approval of a majority of the membership of the Finance Committee.

It will be the responsibility of the SNMMI-TS's Administrator to monitor budgets through the Committee's staff liaison for the purpose of creating a true accountability by maintaining all cost centers within the budgetary limits they are assigned. The staff liaison will assist the Committee Chair in control of reassessment of expenditures.

Nominating Committee

Overall Committee Objectives

The committee is in charge of the Nomination and Election process as detailed in the Bylaws under Article VII.

Committee Composition

The Chairman is the Immediate Past President. Members are elected as stated in the Bylaws.

Nominating Committee: The Nominating Committee shall consist of five (5) members. Four (4) members shall be elected annually by the National Council of Representatives. The Immediate Past President shall serve as the Chair of the committee. The committee shall act in accordance with the duties set forth in Article IX of these Bylaws and those duties delineated in the Procedure Manual.

Responsibilities and Functions of the Committee

1. The Nominating Committee shall choose the nominees, forwarding those names to the membership or NCOR as stated in the Bylaws at least 60 days prior to the Annual Meeting of the Society.
2. The Nominating Committee shall prepare and submit a ballot as required by Bylaws.
3. The Chair will notify the elected candidates first of the results and then will notify those not elected to the various positions.

Duties and Responsibilities of the Chair

1. Prepare a Call for Nominations to be published in the *Journal of Nuclear Medicine Technology* and *UPTAKE* (Mid-August).
2. Prepares an agenda for all Nominating Committee meetings and/or conference calls.
3. The Chair is responsible for ensuring that the committee activities are in accordance with the duties set forth in the Bylaws and on schedule as identified in the Election Work-plan (Appendix C).
4. Works with staff to update the Candidate Nomination packet that is distributed to potential candidates (Appendix D).
5. Contacts each nominee to confirming willingness to run for office.
6. Notifies nominees not selected for the slate of candidates.
7. Contacts all nominees following the tabulation of the ballot to confirm their willingness to accept the office or inform candidates that they were not chosen.

Further details regarding the election process can be found in the section titled, "Annual Election Work-plan."

Advocacy Committee

Overall Committee Objective

This committee will provide the Technologist Section support and guidance on issues that affect the regulation, legislation, practice, standards, and reimbursement of nuclear medicine.

Responsibilities and Functions of the Committee:

1. This committee will provide the SNMMI-TS support and guidance on issues that affect the regulation, legislation, practice, standards, and reimbursement of nuclear medicine.
2. Identify new opportunities and enhance existing advocacy coordination with other health-related societies.
3. Actively participate in the Coding and Reimbursement Committee of the SNM.
4. Identify and develop key advocates for each state.
5. Develop and implement the State TAG program.
6. Create electronic library of state laws, including contact information for state legislatures.
7. Continue participation in RT in DC.
8. Support the Alliance for Quality Medical Imaging & Radiation Therapy.
9. Optimize Advocacy
 - a. Reorganize the SNMMI-TS culture to be the repository of legislative and advocacy information on nuclear medicine and molecular imaging.
 - b. Communicate what the SNMMI-TS does for its members regarding advocacy issues at the state and national levels. Communicate victories on the technologist website..
 - c. Get more SNMMI-TS members involved in advocacy initiatives by improving communication at the grassroots level and creating a regularly updated advocacy section on the website.
 - d. Provide resources to assist NMT state societies with researching and obtaining state licensure to practice nuclear medicine and CT.
 - e. Compile a listing of state regulations and contact persons.
 - f. Include a direct link to the SNMMI-TS website on other organizations' websites and also allow for reciprocal effort
 - g. Provide a periodic "summit" meeting at which SNMMI-TS leadership and state officials can discuss relevant issues.
 - h. Work with states to establish uniform standards for approval of continuing education (preferable to blanket acceptance of VOICE-approved CE credits).
 - i. Set up crediting sharing with state licensing agencies.
 - j. Promote the NMAA and ensure that its role is recognized in all states.
 - i. Work with state licensing agencies to ensure that the NMAA will be able to work in the states.
 - ii. Work with specific states in which an NMAA program has been created to ensure that the NMAA will be able to work in that state.
 - iii. Work with key stakeholders to get approval and recognition of the NMAA position.

Continuing Education Committee

Overall Committee Objective

The Education Committee will be responsible for all educational activities of the SNMMI-TS, including continuing education, academic preparation classes, exchanging of ideas in nuclear medicine technology education (best practices and current models), and recommending revisions of the JRCNMT "Essentials". This committee will also be responsible for nominating SNMMI-TS representatives to the JRCNMT Board.

The Education Committee also includes the VOICE Subcommittee.

Responsibilities and Functions of the Committee:

1. Report activities of the committee to the membership through news articles in the *Journal of Nuclear Medicine Technology and Uptake*.
2. Interact with continuing education groups from other professional organizations.
3. Review CE-approved enduring materials (CDs, Web-based activities, videos, etc.) for continued designation of VOICE credit.
4. Implement the current SNMMI-TS Education Strategic Plan.
5. Collaborate with SNMMI-TS Task Forces and Learning Center Faculty to develop and implement continuing education and professional development materials across the career continuum of nuclear medicine technologists.
6. Revise VOICE Guidelines.
7. Oversee the VOICE subcommittee.

Responsibilities of VOICE Subcommittee:

1. Review VOICE applications.
2. Designate amount of credit for VOICE approved activities.
3. Review VOICE guidelines and suggest changes as needed.
4. Revise VOICE application as needed.

Educators Committee

Overall Committee Objective

The purpose of the Committee is to plan and coordinate activities related to outreach, educators, students and programmatic implementation.

Responsibilities and Functions of The Committee

1. Plan the Educator's Forum for the Annual Meeting.
 2. Coordinate judging of the student presentations and posters at the Annual Meeting.
 3. Develop a document that delineates the Essential Functions of an NMT—this is for developing those Technical Standards for admission requirements.
 4. Support for Educators to begin Continuing Education programs in their area for technologists in the field needing to enhance their skills in new and emerging technologies.
 5. Creation of an educator's link on the SNM website for educators to share materials and information.
 6. Coordination of the NMTCB review session and student posters and presentations.
 7. Goal A: Increase Membership
 - a. Reach and retain student members after graduation
 - b. Provide sessions at Annual Meeting that attract new members
 8. Goal B: Enhance Marketing
 - a. Educate and promote the mission and vision of the SNMMI-TS to chapters and members
 - b. Develop materials that outline the benefits of nuclear medicine and molecular imaging
 - c. Promote the profession to high school and undergraduate students
 - d. Increase visibility at chapter and local organization meetings
 9. Goal C: Improve Leadership
 - a. Create career-enhancing initiatives and programs for SNMMI-TS members
 - b. Be more proactive in identifying young, passionate, dedicated technologists and recruit them into SNM activities
 10. Goal D: Advance Education
 - a. Increase the number of online or live educational offerings for technologists
 - b. Continue to promote the SNMMI-TS curriculum guide as the standard for the profession
- Goal G: Improve Resource Management

Grants and Awards Committee

Overall Committee Objective

This committee is responsible for the selection of the recipients of all awards and grants sponsored by the SNMMI-TS. This committee will also be responsible for the review and development of new SNMMI-TS awards.

Responsibilities and Functions of the Committee

1. Responsible for all SNMMI-TS sponsored scholarships, awards and grants, their criteria, award process and funding source as well as collaborating with other committees and sub-committees as necessary.
2. Find new ways in which to award technologists and others in the field for their outstanding achievements.
3. Create new awards with non-restricted funding from the Education and Research Foundation and develop all application/nomination criteria and evaluation processes for such awards.
4. Review the criteria for the evaluation and selection of recipients for ERF-funded scholarships and awards.
5. Review criteria for and evaluate and selection of recipients for PDEF-funded awards.
6. Review criteria for and evaluate and select PDEF Student Travel Award Recipients.
7. Work with the PDEF to identify specific needs for grants and awards funding and how it will be used.

Procedures for SNMMI-TS Scholarships and Awards

The following SNMMI-TS scholarships and awards are funded by the Education and Research Foundation:

1. Paul Cole Scholarship
2. Outstanding Technologist Award
3. Outstanding Educator Award
4. SNMMI-TS Travel & Student Travel Awards
5. Bachelor's Degree Completion Scholarship
6. Susan C. Weiss Clinical Advancement Scholarship
7. Advanced Practitioner Program Scholarship

The following SNMMI-TS scholarships are funded by the Professional Development and Education Fund:

1. PDEF Mickey Williams Minority Student Scholarship
2. PDEF Professional Development Scholarship

Responsibilities and Functions of the awards process

1. Refer to the Awards Subcommittee in SNMMI-TS Procedure Manual for processing of Technologist Section Awards
2. Scholarship processes are described below

Promotion of Scholarships and Awards

1. Technologist Section Awards are promoted within SNM, Inc., including *The Journal of Nuclear Medicine*, *UPTAKE*, and the SNM website.
2. Technologist Section Scholarships are promoted within *The Journal of Nuclear Medicine*, *UPTAKE*, and the SNM website.

Procedures for SNMMI-TS Scholarships and Awards

Paul Cole Scholarship

Description

Annually, the SNM Education and Research Foundation funds scholarships for nuclear medicine technologists from the Paul Cole Fund. The scholarships are in the amount of \$1,000 each. At least one (1) scholarship will be awarded to person(s) enrolled in or accepted for enrollment in each of the following JRCNMT-approved Nuclear Medicine Technology Programs:

- Baccalaureate programs
- Associate degree program

Certificate programs

Eligibility Requirements

Criteria for selection: The applicants will be ranked according to their personal statement of goals, prior academic performance, current financial need, and the recommendation of the Training Program Director. Weight will be given to applicants who are not only academically capable but to those whose financial situation is such that without the scholarship they might not be able to attend the training program.

SNMMI-TS Travel & Student Travel Awards

Description

The purpose of the SNMMI-TS Travel & Student Travel Awards is to help support registration, travel, and accommodations towards the attendance of nuclear medicine technologists and NMT students who will be presenting abstracts at the SNM Annual Meeting in June.

Eligibility Requirements

Applicants must be certified nuclear medicine technologists or enrolled nuclear medicine technologist students who will be presenting an accepted abstract(s) at the SNM Annual Meeting.

SNMMI-TS Bachelor's Degree Completion Scholarship

Description

The SNMMI-TS Bachelor's Degree Completion Scholarship serves to support current nuclear medicine technologists who are pursuing a Bachelor's degree completion program related to their nuclear medicine careers.

Eligibility Requirements

To be eligible for the SNMMI-TS Bachelor's Degree Completion Scholarship, candidates must:

1. Demonstrate financial need.
2. Hold a certificate or associate's degree in nuclear medicine technology.
3. Be currently enrolled in a bachelor's level program to advance their career in nuclear medicine.
4. Have a minimum cumulative GPA of 2.5 or better on a 4.0 grading scale.
5. Be a member of the SNMMI-TS.

Susan C. Weiss Clinical Advancement Scholarships

Description

In honor of Susan C. Weiss, SNMMI-TS Past-President & former Executive Director of the Education and Research Foundation for SNM, the SNMMI-TS Susan C. Weiss Clinical Advancement Scholarships serve to support certified nuclear medicine technologists (CNMTs) who are pursuing clinical advancement through didactic educational programs.

Eligibility Requirements

To be eligible for the SNMMI-TS Clinical Advancement Scholarship, candidates must:

1. Demonstrate financial need.
2. Be currently enrolled in a didactic educational program(s) (ex. CT, MR, DEXA, EKG, tomography, sonography, exercise physiology, physics, statistics,) which is/are college/continuing education credit eligible.
3. Complete the said class or program. It is not required that class/program completion results in a degree.
4. Be a member of the SNMMI-TS.

Advanced Practitioner Program Scholarship

Description

The SNMMI-TS Advanced Practitioner Program Scholarship serves to support a student who is pursuing an advanced practitioner program to advance their career in nuclear medicine.

Eligibility Requirements

To be eligible for the SNMMI-TS Advanced Practitioner Program Scholarship, candidates must:

1. Demonstrate financial need.
2. Be currently accepted into the Nuclear Medicine Advanced Associate Degree Program offered by the University of Arkansas for Medical Sciences.
3. Be a member of the SNMMI-TS.

Outstanding Technologist and Outstanding Educator

Description

The purpose of this award is to recognize an SNMMI-TS member who has demonstrated outstanding service and dedication to the field of nuclear medicine technology. Each winner will receive \$750 along with a plaque to be presented at the 2013 SNM Annual Meeting in Vancouver, British Columbia, Canada. Candidates may be nominated by their supervisor, a professional colleague, or they may nominate themselves.

Requirements

1. Eligible candidates include SNMMI-TS members in any area of the field of nuclear medicine technology who have exhibited commitment to advancing the field in their workplace and through their involvement with the Society. Both clinical nuclear medicine technologists and educators are eligible and are encouraged to be nominated. Nominees must be involved with the Society at the local, regional and/or national level and have at least five years of experience in nuclear medicine technology.
2. Evidence of the candidate's outstanding work must be shown in the following required supporting documentation:
3. Curriculum Vitae- including listing of publications, presentations, programs, awards and honors
4. One letter of support from current supervisor
5. One letter of support from a colleague who is a member of the SNMMI-TS
6. Completed Online Nomination Form

PDEF Mickey Williams Minority Student Scholarship

Description

The PDEF Mickey Williams Minority Student Financial Aid Scholarship is named after Mickey Williams, former SNMMI-TS President. Funding for the award is provided by the Corporate Friends of the Professional Development and Education Fund of the Society of Nuclear Medicine Technologist Section.

This scholarship awards \$2,500 annually to a minority student attending an entry-level, associate, or bachelor-degree nuclear medicine sciences program.

Eligibility Requirements

1. African American, Native American, Hispanic American, Asian American, or Pacific Islander students are eligible. [Eligible Native Americans include American Indian, Eskimo, Hawaiian, and Samoan.]
2. U.S. citizen, U.S. national, or permanent resident. Individuals with a visitor, student, or G series visa are not eligible.
3. Applicants must be currently enrolled in a JRC Joint Review Committee on Nuclear Medicine Technology (JRCNMT) NM-approved nuclear medicine technology program at the time of application for this scholarship. Award is open to students in associate and baccalaureate level

programs only. Individuals with previous certificates or degrees in nuclear medicine sciences are ineligible.

4. Minimum GPA of 2.5 (on a 4.0 scale) or B average in nuclear medicine technology core curriculum.
5. Evidence of financial need.

PDEF Professional Development Scholarship

Description

The PDEF Professional Development scholarship awards \$5,000 a year to a graduate student completing a masters or doctoral degree in a field related to nuclear medicine. This scholarship award is funded by the Corporate Friends of the Professional Development and Education Fund of the Society of Nuclear Medicine Technologist Section.

Eligibility Requirements

1. Applicant must have been accepted or enrolled into an accredited advanced degree program (masters or above) that is intended to further his or her career in nuclear medicine.
2. Applicant must be a graduate of an accredited program in nuclear medicine.
3. Applicant must have worked in the nuclear medicine profession for at least one year in the past five years in a clinical or didactic setting.

Membership Committee

Overall Committee Objective

1. Responsible for promoting membership in the SNMMI-TS, retaining members, and seeking ways to expand the services and benefits available to members of the nuclear medicine community as an enticement to membership.
2. Increase awareness of nuclear medicine technology and related fields, and the Technologist Section, thereby attracting new members and retaining current members and increasing the profile of the SNMTTS as the leading organization in the field.
3. Create membership/marketing programs to attract new members and leadership.
4. Work with chapters to increase SNMMI-TS awareness at the chapter level.
5. Responsible for the Student Membership Task Force.

Professional Development Task Force

Overall Committee Objective:

1. Establish a mentoring process to identify new SNMMI-TS leaders and foster development of future leaders currently serving on committees and task forces.
2. Provide mentoring for new NCOR members.
3. Hold the NCOR orientation for new NCOR members. This will be seen as an Executive Board/NCOR Meet and Greet and allow further communication between the two groups.
4. Specific Items to Include in Orientation:
 - a. Who is on the Executive Board and how did they get there?
 - b. Confidentiality Policy – why some Executive Board Meetings move to Executive Session.

- c. Formal invitation from NCOR to Executive Board members to attend the NCOR meeting.
5. Assist chapters, if requested, with chapter officer orientation programs.
 6. Responsible for Leadership Academy application and meeting.
 - a. Technologists from outside the United States are eligible for selection to the Leadership Academy (LA) so long as they meet all published eligibility criteria, with the following additional stipulations. Airfare will be subsidized by the SNMMI-TS in the amount of \$400, or the highest airfare amount paid for a LA attendee in that year, whichever is greater. The international attendee is responsible for booking the flight and the balance of the airfare cost. The SNMMI-TS will bear all other attendance costs to be borne for domestic attendees. It is recommended that the subsidy be paid as an expense only after attendance at the LA, rather than an amount paid in advance in case the individual chooses not to attend for any reason. Participation in local or international nuclear medicine technologist society governance will be accepted in lieu of participation in SNMMI-TS national or chapter governance. As the LA is conducted in English, the candidate must be fluent in English sufficient to benefit from attendance at the LA.
 7. Responsible for the New Professionals Task Force

Program Committee

Overall Committee Objective

The committee organizes the SNMMI-TS scientific and teaching program at the Mid-Winter and Annual Meetings of the Society.

The Program Committee includes two subcommittees:

1. Awards Subcommittee (see Awards Subcommittee Charges for description)
2. Abstracts Subcommittee

Responsibilities and Functions of the Committee:

1. Select sub Chairs (utilize emerging leaders) and collaborate with experts to develop a program that incorporates creative ideas and meets members' needs.
2. In conjunction with the SNM Scientific Program Committee, organize SNM Mid-Winter and Annual Meetings.
3. Utilize course and meeting evaluations to build on the positive and respond to the negative to develop and improve the annual SNMMI-TS program.
4. Chair will provide report of program evaluation highlights to the National Council of Representatives at the Annual Meetings.
5. Utilize technology to develop programs that are consistent with various learning styles (generational, cultural).
6. Communicate on a regular basis and work effectively with the SNM Scientific Program Committee.
7. Promote SNMMI-TS Categoricals and programs in *UPTAKE* and *Journal of Nuclear Medicine Technology*
8. The Committee organizes the SNMMI-TS scientific and teaching program at the Annual Meeting of the SNM. The committee will select papers from the membership and contact prospective guest speakers for categorical and continuing education presentations.

9. The Committee will have Subcommittees on Abstracts and Awards whose functions would include: the selection and judging of scientific papers and exhibits at the SNM Annual Meeting, and the review of and recommendation for the awards process for all matters concerning the SNMMI-TS.
10. The Committee organizes the SNMMI-TS educational sessions held during the Mid-Winter Meeting of the SNM.

Committee Composition

1. Program Committee Chair → rotates to Immediate Past Program Committee Chair (remains on the committee)
2. CE Sub-Chair → rotates to Program Committee Chair
3. Categorical Sub-Chair → rotates to CE Sub-Chair
4. Mid-Winter Meeting Sub-Chair → rotates to Categorical Sub-Chair
5. Abstract Sub-Chair → does NOT rotate – appointed (or re-appointed) yearly
6. Student Abstract Sub-Chair → does NOT rotate – appointed (or re-appointed) yearly

Program Committee – Awards Subcommittee

Responsibilities and functions of the awards process:

1. The function of the committee is to review and judge the SNMMI-TS scientific papers and posters at the Society of Nuclear Medicine Annual Meeting and to review and recommend awards for all SNMMI-TS matters.
2. Annually review judging forms and criteria for paper and poster awards.
3. Judge papers and posters.
4. Notify all paper and poster presenters that the awards will be announced during the SNMMI-TS Business meeting and request their attendance.
5. Coordinate with SNMMI-TS Educators Committee, SNMMI-TS Program Committee and with the, SNM Cardiovascular Council, and SNM Brain Imaging Council to provide assistance as needed with judging or monitoring/co-moderating sessions.

Members will judge the presented papers and displayed posters at the Annual Meeting based on the following criteria: educational merit, organization, practicality, presentation, and technical quality. Numerical scores will be assigned ranging from 1.0 to 4.0 for each of the criteria. The definitions of these criteria and scoring guidelines are given in the judging policies and procedures. Physicians and Scientists (MDs and PhDs) who are first authors or present are not eligible for the SNMMI-TS awards.

Monetary awards and certificates are presented for the first, second, and third place SNMMI-TS scientific papers and posters at the Annual Meeting.

Monetary awards and a certificate are presented for the first place student poster and paper.

SNMMI-TS Member Awards:

Scientific Papers:	First Place	\$500 and Certificate
	Second Place	\$300 and Certificate
	Third Place	\$200 and Certificate
Scientific Posters:	First Place	\$200 and Certificate
	Second Place	\$150 and Certificate
	Third Place	\$100 and Certificate
Scientific Cardio Papers	First Place	\$250 and Certificate*
	Second Place	\$150 and Certificate*

Third Place \$100 and Certificate*
*funding comes from the Cardiovascular Council

Scientific Oncology Paper First Place \$500 and Certificate*
*funding comes from the Nuclear Oncology Council

Scientific PET Paper First Place \$500 and Certificate*
*funding comes from the PET Center of Excellence

SNMMI-TS Student Awards:

Scientific Paper: First Place \$200 and Certificate
Second Place \$100 and Certificate
Third Place \$50 and Certificate

Scientific Paper: First Place \$300 and Certificate
*funding comes from the Nuclear Oncology Council

Scientific Poster: First Place Certificate

In addition to the above Student Awards, there are also student awards in each of the following categories; (1) patient care and radiation safety; (2) pharmacy; (3) cardiology; (4) PET; (5) General Nuclear Medicine; (6) Instrumentation; and (7) poster winner. These awards receive no monetary awards, just funding.

Journal of Nuclear Medicine Technology (JNMT) Best Paper Award:

Each year, the Editor and the Editorial Staff of the Journal of Nuclear Medicine Technology select the best spontaneously submitted paper published during the previous year submitted by a nuclear medicine technologist. The criteria used to select includes: originality and importance of the subject matter, scientific content, and quality of writing.. The Best Paper Award is given during the SNMMI-TS Business Meeting at the Annual Meeting. The Award consists of \$500 and a plaque. (Funding for this award comes from the Education and Research Foundation.)

Members may be asked to accept other assignments in support of the Annual Meeting scientific program such as acting as moderator and/or co-moderators for Technologists' scientific sessions.

Duties and Responsibilities of the Chair

1. Coordinate the judging and awards process with Committee members and make appropriate assignments and recommendations.
2. Review, with the support of the Committee, awards that are available to the membership and make recommendations.
3. Ensure that Committee efforts are organized, that necessary meetings are accomplished, and that Committee duties and obligations are met.
4. Coordinate on awards with the Cardiovascular Council, Brain Imaging Council, and Radiopharmaceutical Science Council for preparation at business meeting.

Duties and Responsibilities of the Judges

1. Must be present for the entire presentation you are assigned to judge.
2. May ask presenter questions on their presented paper/poster.
3. Must be an experienced technologist with adequate technical knowledge to judge a scientific poster/paper.
4. Must record scores on scoring sheets.

5. Must submit scoring results to the Chair in a timely manner. A drop-off area will be set up at the SNM headquarters office at the Annual Meeting.

Program Committee – Abstracts Sub-committee

Responsibilities and functions of the subcommittee

1. The Abstracts SubChair grades the submitted abstracts in the following categories: Cardiovascular, Instrumentation and Data Analysis, Neurosciences, Oncology, General Clinical Specialties, and Radiopharmaceutical Chemistry.
2. Abstracts SubChair may also serve as moderators/co-moderators for the scientific paper sessions.

Responsibilities of the Abstracts Subcommittee Chair

1. Collaborates with the Chair of the Program Committee and the Awards Subcommittee in the process of selecting Abstract Subcommittee members.
2. Recruits abstract reviewers, and instructs them in regards to their responsibilities and the grading process. Works with the SNM Office Staff in assuring that the abstract reviewers meet the deadline for grading submission.
3. Works with the Chair of the Program Committee in the organization of scientific paper sessions and the recruitment of moderators and co-moderators for each session.

Publications Committee

Overall Committee Objective

The Publications Committee will have direct management control and editorial review of all publications of the SNMMI-TS.

Responsibilities and Functions of the Committee:

1. Publish six issues of *Uptake* Newsletter.
2. Maintain a consistent and continuous program of communications to members about the SNMMI-TS and issues affecting nuclear medicine technology.
3. Work with outside publications, e.g., *Advance*, *RT Image*, *Radiology Today*, for the republication of our articles and advertising opportunities.
4. Actively recruit article writers for non-peer review articles for publication in *Journal of Nuclear Medicine Technology*, *UPTAKE*, and outside publications.
5. Continue to review submissions for books and other publications from the technologist community.
6. Continue to include journal articles online as part of a research database.
7. Continue to include Annual Meeting information in *Uptake* and the *Journal of Nuclear Medicine Technology*.
8. Collaborate with *Journal of Nuclear Medicine Technology* Editor on efforts to increase journal manuscript submissions.
9. Reprint nuclear medicine brochure. To be used as a marketing tool to reach the public at job fairs, with guidance counselors, and at local high schools.

Journal of Nuclear Medicine Technology (JNMT)

The official journal of the SNMMI-TS, the *Journal of Nuclear Medicine Technology*, shall be published quarterly (March, June, September, December) and be distributed to the membership. The journal shall be available to interested parties through non-membership subscriptions.

Editor of Journal of Nuclear Medicine Technology

The Editor of the *Journal of Nuclear Medicine Technology* shall be selected by the Publications Committee and approved by the Executive Board. Duration of the office shall be five years, subject to review annually by the Publications Committee. The Editor may serve one term. The Editor may be removed from office upon the recommendation of the Publications Committee and approval by a simple majority of the Executive Board, a quorum being present.

The Editor's term of office shall officially begin January 1, following selection and appointment. The Editor shall select Associate Editors for approval by the Publications Committee. The term of Associate Editor shall be for one year and Associate Editors may be reappointed. Associate Editors may be appointed to the Publications Committee but may not constitute the majority of the appointed members of the Committee.

The selection of the JNMT Editor-in-Chief should be in accordance with the policies and procedures as outlined in Appendix E1, E2 and E3.

The Editor shall select:

1. *Journal of Nuclear Medicine Technology* Editorial Staff - which consists of four (4) Associate Editors, one (1) Associate Editor-Continuing Education, and one (1) Associate Editor-Book Reviews;
2. Consulting Editors: the Editor shall select editorial consultants when deemed necessary. The Publications Committee shall approve all members selected by the Editor.

Responsibilities of the Editorial Staff

The Associate Editors - shall be responsible for providing input to the *Journal of Nuclear Medicine Technology*, either through 1) supplying publication material as assigned by the Editor or, 2) acting as mediators in the event there is a disagreement between the manuscript reviewers. The Editor may also call upon them to perform other duties related to the publication process when deemed necessary.

The Associate Editor-Book Reviews: shall be responsible for soliciting relevant books from publishers, assigning reviewers, and reviewing the reviews.

The Associate Editor-Continuing Education; shall be responsible for organizing regular submissions to the *Journal of Nuclear Medicine Technology*. Review content and assist the authors in writing continuing education questions.

The Editorial staff and the Editor of the *Journal of Nuclear Medicine Technology* select the best scientific article published in the preceding volume. The Editor will announce the best article at the SNMMI-TS Business Meeting held during the Annual Meeting.

The Associate Editor-Continuing Education shall receive honoraria. The amount of the honoraria shall be determined by the Publications Committee and shall be submitted to the Finance Committee and approved by the National Council of Representatives.

Responsibilities of Consulting Editors

1. Consulting Editors shall be selected by the Editor and shall be called upon to review highly specialized articles within their areas of expertise.
2. The *Journal Nuclear Medicine Technology Information for Authors* shall be the official document regarding policies relative to article submission, the publication process, style, and usage.

Editorial Board of Uptake

The *UPTAKE* Editorial Board consists of seven (7) members, one of whom is the Chair of the Publications Committee and also Chair of the Board. The term of a Board member is two years, commencing immediately following the SNM Annual Meeting. Terms are staggered such that the Chair and two members begin their two-year terms with the installation of the Chair, and the remaining three members begin their terms in the alternating year. See Election of Uptake Editorial Board Members for information about the selection process. Members of the Board are also voting members of the Publications Committee for the duration of their term.

Immediately following the SNM Annual Meeting, the Editorial Board will meet, in person or by conference call or other electronic means, to assign individual editorial responsibility. Typically, each Board member, including the Chair, will be assigned primary responsibility for one of each of the six (6) editions of *UPTAKE* published annually.

Typical Layout of *Uptake*:

Each issue of *UPTAKE* generally consists of the following elements:

1. The typical issue contains approximately 7,000 words of type for which the Editor is responsible.
2. The front page includes an article (approximately 600 words) written by the President of the SNMMI-TS alternating with an article written by the President-Elect of the SNMMI-TS with the following schedule:
 - a. President – July/August, November/December, and March/April
 - b. President-Elect – September/October, January/February, and May/June
3. Each issue generally contains at least one (1) technical/professional article of approximately 1,000-1,500 words in length plus illustrations. The topic is usually developed or agreed upon by the Editorial Board during the planning meeting for each issue. The issue editor is responsible for assigning an author and seeing that the article is completed in a timely fashion and appropriately addresses the assigned topic.
4. Each issue should include the features “VOICE Box” and “Calendar of Events”, both of which are generated by office staff and will be the responsibility of the Managing Editor.
5. Each issue will contain information that includes:
 - a. A list of the Editorial Board members in alphabetical order and with credentials that include radiology/nuclear medicine credentials (i.e., CNMT, RT(N), NCT, etc.), SNM related credentials (FSNMMI-TS), and post-baccalaureate education (i.e., MBA, MHA, PhD, etc.).
 - b. Identification of the Issue Editor.
 - c. Identification of the Managing Editor.
 - d. The statement *UPTAKE* is published 6 times a year by the Society of Nuclear Medicine Technologist Section. All editorial communications should be directed to:” followed by identification of the Chair of the Editorial Board and telephone, e-mail address, and fax contact information for the Chair.
6. The remainder of each issue is filled out with topical information, which generally includes the following:
 - a. The issue immediately following the SNM Annual Meeting contains information about SNMMI-TS governance issues addressed at the Annual Meeting. This issue also contains the results of the SNMMI-TS election, and includes photographs of various activities from the SNM Annual Meeting.
 - b. The issue immediately following the SNM Mid-winter Meeting contains information about SNMMI-TS governance issues addressed at the Mid-winter Meeting. This issue also includes photographs of various activities from the Mid-winter Meeting.
 - c. The July/August issue contains a call for nominations for elected office in the SNMMI-TS.
 - d. NMTCB, ARRT, ICANL, and other Press Releases of interest may be included as deemed appropriate.
 - e. Each of the issues leading up to the Annual Meeting includes an article about Annual Meeting plans submitted by the Chair of the program committee. The first focuses on the meeting city and the second on the continuing education opportunities. The final article focuses on how to get the most out of the annual meeting experience. Photos of the Annual Meeting city or convention center may accompany the article on a space-available basis.
 - f. The March/April issue contains the Annual Meeting Continuing Education Matrix.
 - g. Other timely or topical articles as deemed appropriate by the Editorial Board.

Duties of the *UPTAKE* Issue Editor:

1. Usually, but not necessarily, writes one of the major stories or finds someone else to contribute it.
2. Coordinates all submissions (except calendar and VOICE Box) so that all copy is received by the Managing Editor and Publications/Editorial Board Chair two days before the “issue deadline”.
3. Reviews content of each article and suggests changes/rewrites as necessary for content accuracy and quality.

4. Sends changes/rewrites copy to Managing Editor and Publications/Editorial Board Chair by the end of business on the deadline day.
5. Consults with Managing Editor on story placement, any cuts necessary to make copy fit, and any rewriting that is necessary.
6. Reviews the Version 2 proofs (which also go to Publications/Editorial Board Chair for content inaccuracies, typos, and any other problems).

Duties of the *UPTAKE* Editorial Board Chair:

1. Requests that staff set up conference calls or meetings of Editorial Board as needed to plan issues.
2. Reviews content of each article and suggests changes/rewrites as necessary for content accuracy and quality.
3. Sends reviewed copy to Managing Editor and the Issue Editor by the end of business on the deadline day.
4. Consults with Managing Editor on story placement, any cuts necessary to make copy fit, and any rewriting that is necessary.
5. Reviews the Version 2 proofs (which also go to the Issue Editor) for content inaccuracies, typos, and any other problems.

Duties of the *UPTAKE* Managing Editor:

1. Posts publication calendar and informs Board of any revisions.
2. Reviews the content line-up and makes sure that there are enough articles to fill the issue.
3. Obtains copy for all in-house articles, including but not limited to VOICE Box, Calendar of Events, and Legislative Updates.
4. Lays out the issue.
5. Works with designer on photo layouts and writes captions.
6. Edits copy for grammar, punctuation, and style.
7. Cuts or rewrites to fit the space allocated.
8. Distributes Version 1 proofs to Editorial board, receives comments and refines copy.
9. Distributes Version 2 proofs to Chair and Issue Editor, receives comments, and refines copy.
10. Proofreads each version and works with the graphic artist to produce the printer-ready file.
11. Maintains past issue archive, both hard copy and online.
12. Maintains photo files.
13. Writes hot topic on each issue for SNM website when PDF of each issue is posted online.

Selection of *UPTAKE* Editorial Board Members

1. The Chair of the *Uptake* Editorial Board is the Chair of the SNMMI-TS Publications Committee. The Chair of the SNMMI-TS Publications Committee is a two-year position appointed by the incoming President of the SNMMI-TS according to the SNMMI-TS Policies and Procedures Manual.
2. Members of the *Uptake* Editorial Board are appointed by the SNMMI-TS Executive Board for two-year terms, according to the SNMMI-TS Policies and Procedures Manual. There are no term limits but past or existing Board members must again complete the full approval process. Candidates for members of the *Uptake* Editorial Board are presented to the SNMMI-TS Executive Board through the following process:
 - a. Potential candidates are initially selected by the *Uptake* Editorial Board Members. Nominees may be solicited through advertisement in *Uptake*, by word-of-mouth, or other means deemed appropriate by the Board to obtain names of interested candidates.
 - b. Candidates must be members in good standing with the SNMMI-TS.
 - c. One candidate for each open position must be identified.
 - d. Willingness to serve must be obtained from each candidate.
 - e. Each candidate must submit a short essay outlining their reason for wishing to serve as Editor and any pertinent qualifications to be considered.
 - f. Prior to the SNM Annual Meeting, a final slate of candidates must be approved by consensus of the Editorial Board.

- g. The slate of candidates will be presented for endorsement by the SNMMI-TS Publications Committee at the SNM Annual Meeting. In the event a quorum is not available from the SNMMI-TS Publications Committee, the endorsement of the Editorial Board will take precedence.
 - h. An endorsed slate of proposed Editorial Board members will be presented to the Executive Board at the SNM Annual Meeting. One candidate per open position will be presented. The Executive Board will be asked to vote to approve each candidate individually. In the event any one candidate is not approved by a majority vote of the Executive Board, the vacancy procedure will be implemented.
 - i. The term of office will commence immediately following the SNM Annual Meeting.
3. Vacancy
- a. In the event that an Editorial Board position becomes vacant during the first 18 months of the term, the remainder of the Editorial Board will meet as soon as possible (preferably by conference call) and identify potential candidates to fill the remainder of the term. Items 2a through 2e will be completed and an endorsed candidate will be submitted to the Executive Board within 30 days of notice of the vacancy. The successful candidate, approved by the Executive Board, will serve the remainder of the vacant term and then must complete the full approval process again to continue into a new term.
 - b. In the event that an Editorial Board position becomes vacant during the last 6 months of the term, the remainder of the Editorial Board will reassign the duties and follow the prescribed process (2a through 2i) for filling a Board position within the normal term cycle.
4. The following chart provides an outline of the staggered terms of the Editorial Board members:

Term Starts	Members
Year 1	Chair, Member 1, Member 2, Member 3
Year 2	Member 4, Member 5, Member 6
Year 3	Chair, Member 1, Member 2, Member 3
Year 4	Member 4, Member 5, Member 6

Procedures for Special Balloting

1. Bylaw change proposals are initiated according to the SNMMI-TS Bylaws and this Policy and Procedure Manual, but are generally based upon recommendation by the Executive Board or the Bylaws Committee.
2. The Bylaws Committee will review the proposal and determine whether such a proposed change is most appropriately made to the Bylaws or the Policy and Procedure Manual. As a general rule, few changes should be made to the actual Bylaws and many issues can be affected by revising policies and procedures.
3. Should a Bylaws change be deemed appropriate, the Bylaws Committee will draft proposed language that:
 - a. Is consistent with the current Bylaws language.
 - b. Allows for proper flexibility to reduce the likelihood of future change to the Bylaws.
 - c. Ensures that the intent of the proposed change is reflected within the language of the proposed change.
4. Once proposed language is approved by the Bylaws Committee, a draft of the proposed change is submitted to the Executive Board. The Executive Board will confirm that the proposed change meets the initial intent, and will also decide whether such a change requires a special ballot.
5. Should a special ballot be deemed appropriate by a vote of the Executive Board, the matter is referred to the Finance Committee along with justification for a special ballot and a cost estimate for a special ballot, generated by the SNM office, to determine whether funding can be identified for the special ballot.
6. If funding is identified, the Executive Board will be asked to approve the expenditure for the special ballot.
7. If the expenditure is approved, the proposed change is referred to the NCOR for approval of the Bylaws change. The NCOR does not consider the question of a special ballot, only the proposed change.
8. Upon approval by the NCOR, the Bylaws committee works with the office to design an appropriate ballot that includes rationale for the proposed change and the language of the change.
9. The special ballot is sent to the membership according to current procedure. The membership is given thirty (30) days to consider the change and cast their vote.
10. At the end of the thirty days, voting is closed and the ballots are tabulated.
11. If the proposed change is approved by the membership, the language of the change is incorporated into the official SNMMI-TS Bylaws and distributed per procedure.
12. The newly revised Bylaws become effective upon publication.

Policy on Vacancies

Specialty Area Representatives, Executive Board Members-at-Large or Nominating Committee

1. Should an elected Specialty Area Representative or Industry Representative resign, the Speaker, with the approval of the NCOR, will appoint a member to serve the remainder of the term. This member must have had some special association or experience with the specialty area.
2. Should an elected Executive Board Member-at-Large resign, the Speaker, with the approval of the NCOR, will appoint a member to serve the remainder of the term. If the person vacating the position was from the general membership, the appointee must have been a member of the SNMMI-TS for the past three consecutive years. If the person vacating the position was from the NCOR, the appointee must be in the first year of their two-year term and must vacate their position on the NCOR.
3. Should an elected member of the Nominating committee resign, the Speaker, with the approval of the NCOR, will appoint a member to serve the remainder of the term. This member must be a current member of the NCOR and may maintain their NCOR position.

Finance Committee Vacancies

1. Should an elected member resign during the first year of the three-year term, the President, subject to the approval of the Executive Board, will exercise the prerogative established in the Bylaws and appoint a member to serve the remainder of the first year of the term. Ideally, this member will have had some Finance Committee experience and/or a strong background in budgeting, finance.
 - a. During the next annual election for Officers, two candidates will be identified by the Nominating Committee to run for a two-year term to complete the remainder of the vacated position. This two-year term must be clearly described to potential candidates and be clearly described on the ballot for this position. The successful candidate will serve one year as a member of the Finance Committee and then assume the Chair/SNMMI-TS Treasurer position during the second year, which would be the same year that the original member would have served as Chair/SNMMI-TS Treasurer. Ideally, the candidates for this two-year term will have had some Finance Committee experience and/or a strong background in budgeting, finance, and leadership since they will not benefit from two years of experience as a Finance Committee member prior to assuming the role as Chair/SNMMI-TS Treasurer.
2. Should an elected member resign during the second year of the three-year term, the President, subject to the approval of the Executive Board, will exercise the prerogative established in the Bylaws and appoint a member to serve the remainder of the second year of the term. Ideally, this member will have had some Finance Committee experience and/or a strong background in budgeting and finance.
 - a. During the next annual election for Officers, two candidates will be identified by the Nominating Committee to run for a one-year term to serve as Chair/SNMMI-TS Treasurer. This one-year term must be clearly described to potential candidates and be clearly described on the ballot for this position. The successful candidate will assume the Chair/SNMMI-TS Treasurer position following the Annual Meeting, which would be the same year that the original member would have served as Chair/SNMMI-TS Treasurer. Ideally, the candidates for this one-year term will have previously served as Chair of the Finance Committee since they will not benefit from two years of experience as a Finance Committee member prior to assuming the role as Chair/SNMMI-TS Treasurer.
3. Should an elected member resign during the third year of the three-year term, the President, subject to the approval of the Executive Board, will exercise the prerogative established in the Bylaws and appoint a member to serve the remainder of the year of the term. Ideally, this member should have previously served as Chair of the Finance Committee since they will not benefit from two years of experience as a Finance Committee member prior to assuming the role

as Chair/SNMMI-TS Treasurer.

Selection and Election of Representatives to Outside Organizations

The President of the SNMMI-TS selects and appoints liaison representatives to various outside organizations. All liaison representatives are expected to present a report to the National Council of Representatives. Below is a list of these organizations and the details of the appointment processes for each one:

Joint Review Committee on Nuclear Medicine Technology (JRCNMT) Director

The SNMMI-TS currently maintains three (3) representative positions on the JRCNMT Board of Directors. The representatives hold concurrent three (3)-year terms. Representatives can stay a maximum of three (3) terms. The SNMMI-TS President must submit at least two names (per open position), to the JRCNMT at least three months prior to the effective date of the new appointment. The JRCNMT Board of Directors will select the final representative. Appointment letters should be sent from the President to the Executive Director at JRCNMT when terms expire.

The SNMMI-TS Leadership will solicit and receive applications by June 1st of the year the vacancy occurs of those individuals who are interested in being a representative of the Section to the JRCNMT. The SNMMI-TS Leadership will recommend to the JRCNMT those applicants they deem to be most qualified for the position of Director. The term of office of a Director of the JRCNMT shall officially begin January 1, following selection and appointment.

Three Directors shall be appointed on a rotating basis. The maximum number of successive appointments shall be three with no provisions for subsequent reappointment.

The Directors will attend the JRCNMT meetings (spring and fall) and any special meetings that may be called. The Directors will submit a written report to the President of the Section following each meeting and a summary report to the National Council of Representatives at the Annual Meeting of the SNM.

A vacancy of a Director shall be filled (with the applicant's approval) by the President of the SNMMI-TS with the approval of the JRCNMT Board of Directors. The appointment shall be made for the unexpired term of said vacancy.

The Directors shall serve without pay and will be reimbursed for expenses of attendance at official JRCNMT meetings.

Alliance (Alliance for Quality Medical Imaging and Radiation Therapy)

The SNM Director of Health Policy and Regulatory Affairs and the Chair of the Advocacy Committee serve as representatives to Alliance for the duration of their terms. These appointments are automatic. If and when this information changes, a notification letter should be sent from the President to the main contact at Alliance.

Associated Sciences (RSNA)

The President selects one (1) representative to Associated Sciences for a three (3)-year term concluding at the RSNA meeting. During the final six (6) months of an expiring term, the incoming representative will attend the RSNA meeting with the outgoing representative as an RSNA mentoring process. When the current representative is being replaced, RSNA will need to be sent a notification letter stating the name and contact information of the replacement. Representatives will only serve one term.

Conference of Radiation Control Program Directors, Inc. (CRCPD)

The Chair of the Advocacy Committee is the representative to the CRCPD, along with two other individuals, selected by the Advocacy Committee chair with approval of the SNMMI-TS President.

Health Professions Network (HPN)

The SNMMI-TS President may choose two representatives to the HPN. The terms for each individual should be one-year.

Intersocietal Commission for the Accreditation of Nuclear Medicine Laboratories (ICANL)

The SNMMI-TS currently maintains two (2) representative positions on the ICANL Board of Directors. The representatives hold concurrent three (3)-year terms. Representatives can only serve two (2) consecutive three (3)-year terms. Appointments are selected by the ICANL Board of Directors. The SNMMI-TS President submits names of 3 potential representatives and ICANL contacts the candidates to ask for CVs and cover letters. The ICANL Board then reviews the materials and makes its selection.

SNM Education and Research Foundation Board of Directors

The President selects two (2) representatives to the SNM ERF Board of Directors. Terms are for two (2) years and are staggered and determined by the ERF Bylaws. .